

---

# STATE OF INDIANA

---

DEPARTMENT OF LOCAL GOVERNMENT  
FINANCE



INDIANA GOVERNMENT CENTER  
NORTH  
100 NORTH SENATE AVENUE N1058(B)  
INDIANAPOLIS, IN 46204  
PHONE (317) 232-3777  
FAX (317) 232-8779

**TO:** County Commission

**FROM:** Jeff Volz, Operations, DLGF

**RE:** Identification of IT manager for Property Upload and Verification System

**DATE:** Thursday, June 12, 2008

The Department of Local Government Finance (DLGF) is preparing to release additional enhancements to the Data Upload System. This automated tool requires online access for various county staff. Because the county is best suited to administer and maintain its accounts, please identify an IT administrator who will be the primary contact for the DLGF and the county to manage accounts, various logs, etc.

As has been established, the county auditor and assessor accounts used for property tax file upload will continue to be administered by the DLGF or Indiana Business Research Center, IBRC.

The individual identified by the county should have systems experience and be familiar with user logins and passwords. The DLGF will provide the training for the IT administrator.

Please respond with the following information via email to [emily@dlgf.in.gov](mailto:emily@dlgf.in.gov) by June 30, 2008.

- IT Administrator Name and Title
- Work Address
- Work Phone
- Work Email
- County
- Schedule, (i.e., full-time, part-time)

As e-mail is the preferred method of communication, please indicate an e-mail address the DLGF can use for future contact.

Thank you in advance for your cooperation with this process.